

CSC Adopted: October 2001, CSC Revised: \_\_\_\_\_

## Class Title: Assistant Superintendent of Parks and Forestry

### **BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Assists in directing major program areas, managing office personnel, supervising Maintenance Supervisor II positions. Handles inquiries and investigates sites. Orders supplies and materials for the bureau.

### **ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Assists in managing office personnel by selecting staff, handling counseling, recommending disciplinary action for employees, conducting performance appraisals, and overseeing temporary services contracts.
2	S	Assists in directing and coordinating the work of subordinate supervisors by changing work schedules, authorizing overtime and reassignments, and coordinating work requests.
3	L	Handles inquiries and complaints from public and city officials by investigating sites and responding by phone or in person if needed.
4	S	Orders supplies and materials for bureau by obtaining quotes and specifications, writing purchasing orders, arranging warranty service with vendors, and authorizing and monitoring requisitions and expenditures of accounts.

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CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Three years experience.
Certifications and Other Requirements	Valid Driver's License
Reading	Work requires the ability to read policies and procedures, city codes, instructions, technical material, and OSHA requirements.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication, division, algebra and geometry.
Writing	Work requires the ability to write performance appraisals, technical specifications, letters, and memos.
Managerial	Managerial responsibilities include planning the operating budget, handling personnel issues, delegating activities, and overseeing accounts.
Budget Responsibility	Oversees budget preparation of bureau budget and reviews and approves expenditures of significant budgeted funds for the bureau and may research and prepare recommendations for city-wide budget expenditures.
Supervisory / Organizational Control	Work requires managing and monitoring work performance by directing subordinate supervisors or administrators, including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.
Complexity	Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

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Sedentary	X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time		L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Copier, fax machine
Sitting	F	Computer, desk work, driving
Walking	F	Field inspections, inter-office
Lifting	O	Office supplies
Carrying	O	Office supplies, inventory
Pushing/Pulling	R	Inventory control
Reaching	O	Inventory control
Handling	O	Office equipment, inventory, supplies
Fine Dexterity	F	Computer keyboard, calculator
Kneeling	R	Site or plant inspection
Crouching	R	Site or plant inspection
Crawling	N	
Bending	O	Site or plant inspection, stocking supplies
Twisting	R	Site or plant inspection, stocking supplies
Climbing	O	Ladder
Balancing	O	Ladder
Vision	C	Computer, desk work, field inspections
Hearing	C	Telephone, radio, co-workers, citizens
Talking	C	Telephone, radio, co-workers, citizens
Foot Controls	F	Driving
Other (specify)	N	

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Computer, printer, fax machine, copy machine, telephone, radio, calculator, Standard Windows and Office software, QBIC, AFIN, Tree Manager, vehicles

**ENVIRONMENTAL FACTORS:**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	D
Chemical Hazards	M	Extreme Temperatures	W
Electrical Hazards	N	Noise and Vibration	D
Fire Hazards	N	Fumes and Odors	W
Explosives	N	Wetness/Humidity	M
Communicable Diseases	S	Darkness or Poor Lighting	S
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	X
Outdoors	--
Other (see 2 below)	X

(1)

(2) Field or offsite locations

**PROTECTIVE EQUIPMENT REQUIRED:**

None

**NON-PHYSICAL DEMANDS:**

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	F
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	F
Other (see 3 below)	N

(3)